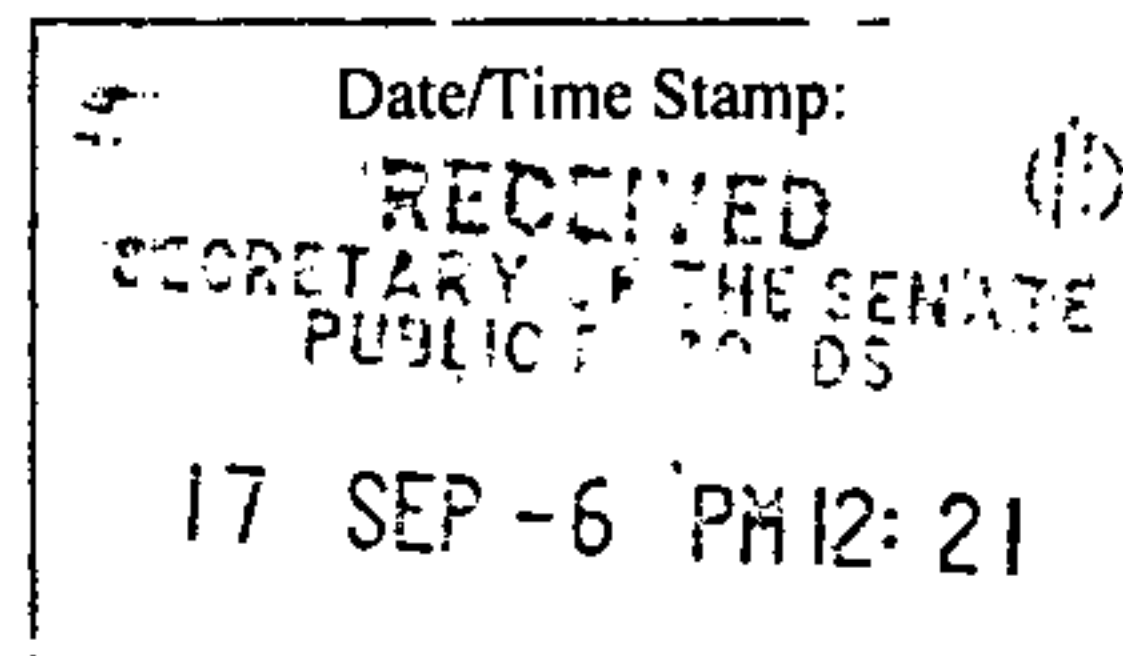


# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**



In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): August 7th - August 10th, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$697.70	\$686	\$137.19	\$407.49 for passenger van
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

9/6/2017

(Date)

Andrew Timm

(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/6/2017

(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



# 2017 CONGRESSIONAL STAFF DELEGATION TO PALO ALTO, CALIFORNIA & SEATTLE, WASHINGTON

Woodrow Wilson International Center for Scholars  
Digital Futures Project  
Congressional Cybersecurity Lab

August 7th to August 10th, 2017



## Itinerary

**MONDAY, AUGUST 7<sup>TH</sup>**

**6:54AM UNITED FLIGHT 1881 FROM WASHINGTON DULLES TO SAN FRANCISCO**

**9:39AM**                      **ARRIVE IN SAN FRANCISCO**  
**PICK UP BY PALO ALTO LIMÓ**

**20-30 MIN DRIVE (17.4 MILES) - TIME FOR COFFEE**

**12:00-2:00PM**      **DISCUSSION WITH AYASDI**  
DISCUSSION ON ARTIFICIAL INTELLIGENCE AND ITS POTENTIAL IMPACT ON CYBERSECURITY  
LOCATION: 4400 BOHANNON DR #200, MENLO PARK, CA 94025

**35-55 MIN DRIVE (29.0 MILES)**

3:00-4:30PM      **MEETING WITH UBER**  
DISCUSSION WITH JON "FOUR" FLYNN, CHIEF INFORMATION SECURITY OFFICER OF UBER, ON  
CYBERSECURITY THREATS TO THE AUTOMOTIVE INDUSTRY  
LOCATION: 1455 MARKET ST FL 4. SAN FRANCISCO, CA, 94103?

**40 MIN-1 HR 10 MIN DRIVE (39.7 MILES)**

**4:30-5:30PM TRAVEL TO DINAH'S GARDEN HOTEL/CHECK IN**  
**LOCATION: 4261 EL CAMINO REAL, PALO ALTO, CA 94306**

**5:30-6:30PM** **FREE TIME**

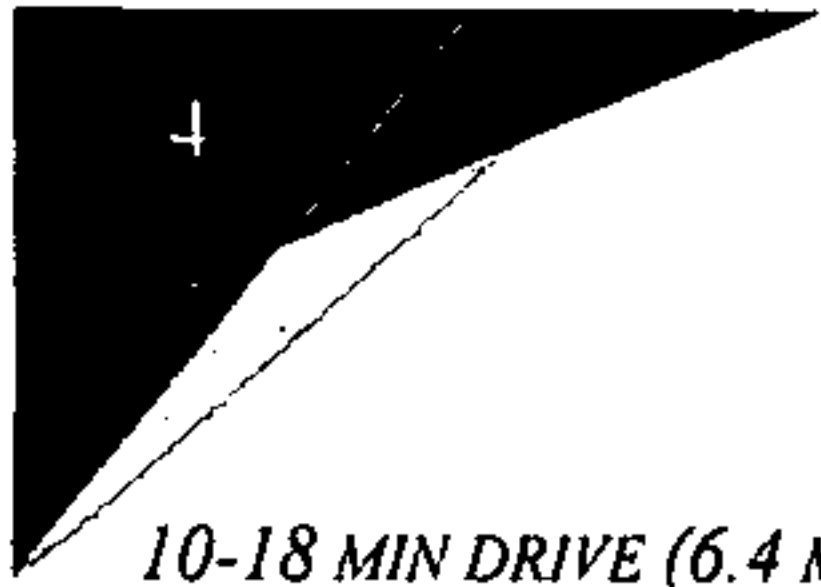
**6:30PM** ***DEPART FOR RESTAURANT 10-20 MIN DRIVE (4.0 MILES)***

**7:00-9:00PM**      **WORKING DINNER WITH BOB GRIFFIN, CEO OF AYASDI AND MEG KING, DIRECTOR, DIGITAL FUTURES PROJECT**  
**WHAT IS THE FUTURE OF THE CYBERSECURITY INDUSTRY: HOW DOES THE MARKET SHAPE SECURITY PRODUCTS? AND HOW DO THREATS? WHAT CHANGES ARE ON THE HORIZON?**  
**LOCATION: MACARTHUR PARK, 27 UNIVERSITY AVE, PALO ALTO, CA 94301**

**TUESDAY, AUGUST 8TH**

**7:45AM** **DEPART HOTEL 12-22 MIN DRIVE (4.9 MILES)**

**8:30-9:30AM**      **WORKING BREAKFAST WITH DEFENSE INNOVATION UNIT EXPERIMENTAL (DIUX)**  
**DISCUSSION ON THE DEFENSE SECTOR'S ROLE IN CYBERSECURITY INNOVATION**  
**LOCATION: 230 R T JONES RD, MOUNTAIN VIEW, CA 94043**



*10-18 MIN DRIVE (6.4 MILES)*

**10:00AM- 11:30AM      PALO ALTO NETWORKS**  
DISCUSSION WITH PALO ALTO NETWORKS CEO, MARK MCLAUGHLIN AND HIS TEAM ON THE FUTURE OF THE CYBERSECURITY INDUSTRY: HOW DOES THE MARKET SHAPE SECURITY PRODUCTS? AND HOW DO THREATS? WHAT CHANGES ARE ON THE HORIZON?  
LOCATION: 3333 SCOTT BOULEVARD, SANTA CLARA, CA 95054

*24 - 35 MIN DRIVE (21.2 MILES)*

**12:15-1:45PM      MEETING WITH ANDREESSEN HOROWITZ**  
DISCUSSION ON THE CHALLENGE OF INTEGRATING CYBERSECURITY IN IOT VERSUS THE "FIRST-TO-MARKET" MENTALITY  
LOCATION: 2865 SAND HILL RD #101, MENLO PARK, CA 94025

*20-26 MIN DRIVE (18.0 MILES)*

**2:00 - 3:30PM      BRIEFING WITH E8 SECURITY**  
DISCUSSION ON ADVANCES IN CYBERSECURITY TECHNOLOGY, INCLUDING BEHAVIORAL INTELLIGENCE  
LOCATION: E8 SECURITY, 100 MARINE PKWY #300, REDWOOD CITY, CA 94065

**4:00PM      DEPART FOR AIRPORT    12 – 20 MIN DRIVE (9.8 MILES)**

**6:05PM      UNITED FLIGHT 1688 FROM SAN FRANCISCO SFO TO SEATTLE SEA**

**8:14PM      ARRIVE AT SEATTLE SEA**  
PICK UP BY SABRA LIMO SERVICE 425-999-9080 (O)

**9:00PM      TRANSFER TO HOTEL    18 – 26 MIN DRIVE (15.0 MILES)**  
GRAND HYATT SEATTLE, 721 PINE ST, SEATTLE, WA 98101

**WEDNESDAY, AUGUST 9<sup>TH</sup>**

**7:45AM      DEPART HOTEL 28- 40 MIN DRIVE (27.1 MILES)**

**8:30-11:30AM      BRIEFING AND TOUR AT BOEING**  
BRIEFING ON CYBERSECURITY CHALLENGES AND LESSONS LEARNED FROM THE AVIATION INDUSTRY  
LOCATION: 40-88 LOBBY, EVERETT, WA 98204

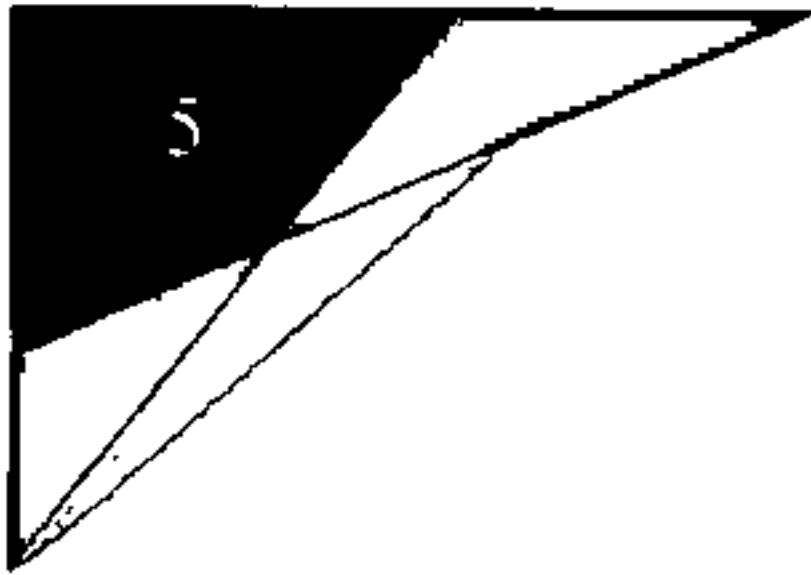
*30 – 40 MIN DRIVE (29.7 MILES)*

**12:30 -2:30PM      WORKING LUNCH AT MICROSOFT HQ**  
DISCUSSION WITH THE CYBER CRIMES AND TRUSTWORTHY COMPUTING TEAM AT MICROSOFT ON THEIR BLUEPRINT FOR A DIGITAL GENEVA CONVENTION AND ATTRIBUTION ORGANIZATION  
LOCATION: MICROSOFT CAMPUS, 1 MICROSOFT WAY, REDMOND, WASHINGTON 98052

*22-40 MIN DRIVE (16.3 MILES)*

**3:00 – 5:00PM      VISIT AND BRIEFING AT AMAZON HQ**

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BRIEFING WITH AMAZON WEB SERVICES TEAM ON TRANSFORMING THE IOT MARKET. HOW WILL IOT CHANGE THE CLOUD? WHAT WILL THE NEW POLICY IMPACTS BE?  
LOCATION: 410 TERRY AVE. NORTH SEATTLE, WA

7- 16 MIN DRIVE BACK TO THE GRAND HYATT HOTEL

5:30-6:30PM      **FREE TIME**

4-9 MIN DRIVE TO DINNER / 9 MIN WALK

7:00-9:00PM      **WORKING DINNER WITH UNIVERSITY OF WASHINGTON**  
PRESENTATIONS FROM THE UNIVERSITY OF WASHINGTON CYBERSECURITY TASK FORCE ON  
PUBLIC-PRIVATE PARTNERSHIPS IN THE CYBERSECURITY INDUSTRY  
LOCATION: STEELHEAD DINER, PIKE PLACE MARKET, 95 PINE ST, SEATTLE, WA 98101

**THURSDAY, AUGUST 10<sup>TH</sup>**

6:30AM      **TRANSFER TO SEA 26-40 MIN DRIVE (18.9 MILES)**

6:30AM      **TRANSFER TO SEA**

8:31 AM      **UNITED FLIGHT 1121 SEA TO IAH**

2:55PM      **UNITED FLIGHT 715 IAH TO IAD**

8:45PM      **ARRIVE IN WASHINGTON DC**

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**Woodrow Wilson International Center for Scholars  
Digital Futures Project Congressional Cybersecurity Lab  
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Congressional Cybersecurity Lab aims to educate Congressional staffers on technology policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the technology and policy questions discussed in the seminars. . The focus of this trip is to gain a perspective on the future of cybersecurity issues, specifically those issues related to the proliferation of IOT devices, the intersection of cybersecurity and foreign policy, public- private partnerships, securing big data and innovation, amongst others. Field visits will include meetings with academics from University of California at Berkeley and the University of Washington, private sector tech companies such as Palo Alto Networks, Palantir technologies, Visa, Boeing, Amazon, and Microsoft, and government entities such as the DIUx.

Our goal is to promote an immersive understanding of policy issues on the legislative agenda, through exposure to the work and perspective of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's broader mission and charter, to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation provided a general grant to the Congressional Cybersecurity Lab with no requirement that the funds be used for congressional trips. Therefore, they have not directly nor indirectly earmarked funds for this trip. They have not played any role in choosing participants, selecting the destination, or designing the itinerary.

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security, and a staff trip to Colombia to focus on the FARC negotiations, a staff trip to Dublin focusing on cybersecurity issues, and a staff trip to Europe focusing on the future of the European Institution and NATO. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

**15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at [www.wilsoncenter.org](http://www.wilsoncenter.org).

**18. Reason for selecting the location of the event or trip.**

Silicon Valley was chosen as the cradle of the tech civilization. There we will have the possibility of meeting with representatives from across the tech/cyber industry: academics, private companies, the defense sector, and tech venture capitalists. In addition, we choose to visit Seattle, another tech hub, allowing us to visit tech giants Microsoft, Boeing, and Amazon, as well as experts from the University of Washington, providing a comprehensive and well-rounded study trip. On this trip we seek to provide insight into the intersection of cybersecurity policy and technology, the future of the cybersecurity industry with regards to the impacts of IOT, securing big data, securing innovation, and building capacity, inter alia.

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**List of Participants Woodrow Wilson International Center for Scholars  
Congressional Cybersecurity Lab Alumni STAFFDEL  
Palo Alto & Seattle August 7th to August 10th, 2017  
United States Senate**

**Name:** Laura Schlapp

**Title:** Legislative Assistant, Office of Senator Pat Roberts

**Name:** Andrew Timm

**Title:** Legislative Aide, Senate Committee of Commerce, Science, and Transportation

**Name:** Katherine Jackson

**Title:** Legislative Assistant, Office of Senator Richard Shelby

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Woodrow Wilson International Center for Scholars
2. Description of the trip: Trip for alumni of the Wilson Center Congressional Cybersecurity Lab, focusing on cybersecurity and tech policy, including IOT, innovation, smart grid technologies, and big data.
3. Dates of travel: August 7 to 10, 2017
4. Place of travel: Palo Alto, California & Seattle, Washington
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Wilson Center chose the destinations and planned the itinerary and all logistics for this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$697.70 airfare in coach  \$345 ground transportation over 4 days (see attached for detail)	\$686 per person (see attached for detail)	\$276 per person or less (see attached for detail)	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Dinah's Garden Hotel, 4261 EL CAMINO REAL, PALO ALTO, CA 94306

Grand Hyatt Seattle, GRAND HYATT SEATTLE, 8721 PINE ST, SEATTLE, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

Both hotels were chosen for meeting the government rate set by the GSA and having central locations close to meeting sites.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meal expenses are at or below the maximum rates set for official Federal Government

Travel by the GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling by air to San Francisco and Seattle in coach.

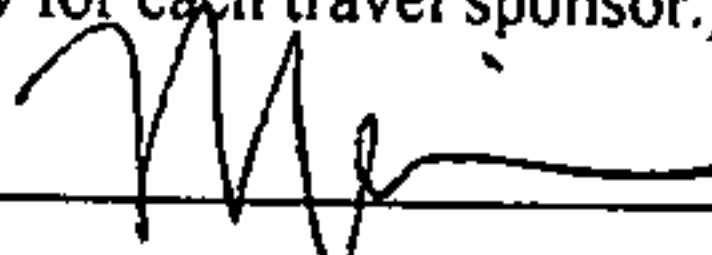
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Meghann King Ritcheson, Director, Digital Futures Project

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington DC 20004

Telephone Number: 202-691-4104

Fax Number:

E-mail Address: meg.king@wilsoncenter.org

Date/Time Stamp:

## **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Andrew Timm

Employing Office/Committee: Senate Committee on Commerce, Science, and Transportation

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): August 7th-10th, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Palo Alto, CA & Seattle, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

The staff delegation focuses on stakeholder perspectives in cybersecurity. The Senate Commerce Committee has jurisdiction over agencies such as the National Science Foundation and the National Institute of Standards and Technology, both of which play a crucial role in research, education, and standards setting in cybersecurity. As a Legislative Aide, my responsibilities include cybersecurity as a significant part of my legislative portfolio.


Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7.5.2017

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator John Thune hereby authorize Andrew Timm  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7.5.2017

(Date)



(Signature of Supervising Senator/Officer)



**Timm, Andrew (Commerce)**

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**From:** Katherine Zublin <Katherine.Boothroyd@wilsoncenter.org>  
**Sent:** Monday, June 12, 2017 2:22 PM  
**To:** Katherine Zublin  
**Subject:** Congressional Cybersecurity Lab West Coast StaffDel

Good afternoon Cyber Lab alums and participants,  
We will be taking a small group of around 8 to 10 alums of the Congressional Cybersecurity Lab on a StaffDel to Silicon Valley and Seattle this August.

The itinerary is still in the works, but will look something like this:

**Monday, August 7<sup>th</sup>**

Early morning departure to San Francisco  
Afternoon meetings in Palo Alto  
*Possible meetings: Stanford University; DoD/DHS; Palo Alto Networks*

**Tuesday, August 8<sup>th</sup>**

Morning and afternoon meetings in Palo Alto  
*Possible meetings: Palantir; Deep Mind; an IOT Start-up; Visa*  
Evening transfer to Seattle

**Wednesday, August 9<sup>th</sup>**

Full day of meetings in Seattle  
*Possible meetings: University of Washington; Microsoft HQ; Amazon; Boeing*

**Thursday, August 10<sup>th</sup>**

Working breakfast  
Noon departure back to DC

If you are interested in attending, please let me know by close of business on **Wednesday, June 14<sup>th</sup>** by responding to this email with:

*Your full name as it appears on your travel document*  
*Your position and office*  
*Your full mailing address*  
*Your DOB*  
*A short blurb on how attending this trip would impact your work*

Current Lab participants are encouraged to apply if they are certain they will be able to attend the necessary 5 out of 6 sessions needed to become part of the alumni group.

Katherine G. Boothroyd (Zublin)  
Congressional Relations Assistant  
Office | 202.691.4213



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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Woodrow Wilson International Center for Scholars
2. Description of the trip: Trip for alumni of the Wilson Center Congressional Cybersecurity Lab, focusing on cybersecurity and tech policy, including IOT, innovation, smart grid technologies, and big data.
3. Dates of travel: August 7 to 10, 2017
4. Place of travel: Palo Alto, California & Seattle, Washington
5. Name and title of Senate invitees: See attached list.
6. I certify that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

\_\_\_\_\_

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**The Wilson Center chose the destinations and planned the itinerary and all logistics for this trip.**

---

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

**See attached sheet.**

\_\_\_\_\_

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

**See attached sheet:**

\_\_\_\_\_



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**.See attached sheet.**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$697.70 airfare in coach	\$686 per person (see attached for detail)	\$276 per person or less (see attached for detail)	\$345 ground transportation over 4 days (see attached for detail)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip was organized specifically with regard to congressional participation.**

18. Reason for selecting the location of the event or trip

**See attached sheet.**

9. Name and location of hotel or other lodging facility:

Dinah's Garden Hotel, 4261 EL CAMINO REAL, PALO ALTO, CA 94306

Grand Hyatt Seattle, GRAND HYATT SEATTLE, 8721 PINE ST, SEATTLE, WA 98101.

20. Reason(s) for selecting hotel or other lodging facility:

Both hotels were chosen for meeting the government rate set by the GSA and having central locations  
close to meeting sites.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

**Lodging and meal expenses are at or below the maximum rates set for official Federal Government**

**Travel by the GSA.**

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Participants will be traveling by air to San Francisco and Seattle in coach.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

**Signature of Travel Sponsor:**

Name and Title: **Meghann King Ritcheson, Director, Digital Futures Project**

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington DC 20004

Telephone Number: 202-691-4104

**Fax Number:**

E-mail Address: [meg.kling@wilsoncenter.org](mailto:meg.kling@wilsoncenter.org)

## Digital Futures Project

### Congressional Cybersecurity Lab Alumni StaffDel

**Wilson Center Contacts:**

Meg King: (202) 285-5006

Katherine Zublin: (949) 278-2867

**MONDAY, AUGUST 7<sup>TH</sup>**

- 6:54AM**                      **UNITED FLIGHT 1881 FROM WASHINGTON DULLES TO SAN FRANCISCO**
- 9:39AM**                      **ARRIVE IN SAN FRANCISCO**
- 10:30AM**                      **TRANSFER TO HOTEL**  
**DINAH'S GARDEN HOTEL, 4261 EL CAMINO REAL, PALO ALTO, CA 94306**
- 12:00-2:00PM**                      **INTRODUCTORY CONVERSATION WITH BERKELEY CENTER FOR LONG TERM CYBERSECURITY**  
**FOCUS: THE INTERSECTION OF CYBERSECURITY POLICY AND TECHNOLOGY**  
**LOCATION: TBD**
- 2:30-4:30PM**                      **MEETING WITH PALO ALTO NETWORKS**  
**FOCUS: THE FUTURE OF THE CYBERSECURITY INDUSTRY: HOW DOES THE MARKET SHAPE SECURITY PRODUCTS? AND HOW DO THREATS? WHAT CHANGES ARE ON THE HORIZON?**  
**LOCATION: DINAH'S GARDEN HOTEL, 4261 EL CAMINO REAL, PALO ALTO, CA 94306**
- 5:00-6:30PM**                      **FREE TIME**
- 7:00-9:00PM**                      **WORKING DINNER WITH HEWLETT FOUNDATION**  
**FOCUS: SOFTWARE VERSUS HARDWARE: SECURITY CHALLENGES IN THE NEXT DECADE**  
**LOCATION: TBD**

**TUESDAY, AUGUST 8<sup>TH</sup>**

- 8:00-9:30AM**                      **WORKING BREAKFAST WITH DEFENSE INNOVATION UNIT EXPERIMENTAL (DIUX)**  
**FOCUS: THE DEFENSE SECTOR'S ROLE IN SECURITY INNOVATION**  
**LOCATION: 230 R T JONES RD, MOUNTAIN VIEW, CA 94043**
- 10:00AM- 12:00PM**                      **MEETING WITH ANDREESSEN HOROWITZ**  
**FOCUS: CHALLENGING "FIRST-TO-MARKET" MENTALITY AND INCENTIVES FOR BAKING SECURITY INTO IOT DEVICES FROM THE BEGINNING**  
**LOCATION: 2865 SAND HILL RD #101, MENLO PARK, CA 94025**
- 12:30-2:00PM**                      **WORKING LUNCH WITH PALANTIR TECHNOLOGIES**  
**FOCUS: SECURING BIG DATA**  
**LOCATION: PALANTIR TECHNOLOGIES, 100 HAMILTON AVE, PALO ALTO, CA 94301**
- 2:30-4:00PM**                      **BRIEFING WITH VISA**  
**FOCUS: HOW WILL IOT IMPACT FINANCIAL SECTOR CYBERSECURITY?**  
**LOCATION: VISA RESEARCH, 385 SHERMAN AVE, PALO ALTO, CA 94306**
- 4:00PM**                      **DEPART FOR AIRPORT**

FOR OFFICIAL USE ONLY

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6:05PM UNITED FLIGHT 1688 FROM SAN FRANCISCO SFO TO SEATTLE SEA

8:14PM ARRIVE AT SEATTLE SEA

9:00PM TRANSFER TO HOTEL.  
GRAND HYATT SEATTLE, 8721 PINE ST, SEATTLE, WA 98101

**WEDNESDAY, AUGUST 9<sup>TH</sup>**

8:30-11:30AM BRIEFING AND TOUR AT BOEING  
FOCUS: CYBERSECURITY INSIGHTS AND LESSONS LEARNED FROM BUILDING AVIATION SECURITY  
LOCATION: 8415 PAINE FIELD BLVD, MUKILTEO, WA 98275

12:30-2:30PM WORKING LUNCH AT MICROSOFT HQ  
FOCUS: BLUEPRINT FOR A DIGITAL GENEVA CONVENTION AND ATTRIBUTION ORGANIZATION  
LOCATION: MICROSOFT CAMPUS, 1 MICROSOFT WAY, REDMOND, WASHINGTON 98052

3:00-5:00PM VISIT AND BRIEFING AT AMAZON HQ  
FOCUS: TRANSFORMING THE IOT MARKET. HOW WILL IOT CHANGE THE CLOUD? WHAT WILL THE NEW POLICY IMPACTS BE?  
LOCATION: 410 TERRY AVE. NORTH SEATTLE, WA

5:00-7:00PM FREE TIME

7:00-9:00PM WORKING DINNER WITH UNIVERSITY OF WASHINGTON  
FOCUS: PUBLIC-PRIVATE PARTNERSHIPS IN THE CYBERSECURITY INDUSTRY  
LOCATION: TBD

**THURSDAY, AUGUST 10<sup>TH</sup>**

8:00AM WORKING BREAKFAST WITH WASHINGTON STATE CYBERSECURITY LEADERS  
AGNES KIRK, KIRK BAILEY, SARA CURRAN & JESSICA BEYER  
FOCUS: BUILDING CYBER AND TECH CAPACITY  
LOCATION: UNIVERSITY OF WASHINGTON, 400 THOMSON HALL, SEATTLE, WA 98195

10:30AM TRANSFER TO SEA

1:05PM UNITED FLIGHT 260 SEA TO IAD

9:05PM ARRIVE IN WASHINGTON DC





**List of Participants Woodrow Wilson International Center for Scholars  
Congressional Cybersecurity Lab Alumni STAFFDEL  
Palo Alto & Seattle August 7th to August 10th, 2017  
United States Senate**

**Name:** Laura Schlapp

**Title:** Legislative Assistant, Office of Senator Pat Roberts

**Name:** Andrew Timm

**Title:** Legislative Aide, Senate Committee of Commerce, Science, and Transportation

**Name:** Katherine Jackson

**Title:** Legislative Assistant, Office of Senator Richard Shelby

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**Woodrow Wilson International Center for Scholars  
Digital Futures Project Congressional Cybersecurity Lab  
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Congressional Cybersecurity Lab aims to educate Congressional staffers on technology policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the technology and policy questions discussed in the seminars. The focus of this trip is to gain a perspective on the future of cybersecurity issues, specifically those issues related to the proliferation of IOT devices, the intersection of cybersecurity and foreign policy, public-private partnerships, securing big data and innovation, amongst others. Field visits will include meetings with academics from University of California at Berkeley and the University of Washington, private sector tech companies such as Palo Alto Networks, Palantir technologies, Visa, Boeing, Amazon, and Microsoft, and government entities such as the DIOX.

Our goal is to promote an immersive understanding of policy issues on the legislative agenda, through exposure to the work and perspective of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's broader mission and charter, to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation provided a general grant to the Congressional Cybersecurity Lab with no requirement that the funds be used for congressional trips. Therefore, they have not directly nor indirectly earmarked funds for this trip. They have not played any role in choosing participants, selecting the destination, or designing the itinerary.

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security, and a staff trip to Colombia to focus on the FARC negotiations, a staff trip to Dublin focusing on cybersecurity issues, and a staff trip to Europe focusing on the future of the European Institution and NATO. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

**15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at [www.wilsoncenter.org](http://www.wilsoncenter.org).

**18. Reason for selecting the location of the event or trip.**

Silicon Valley was chosen as the cradle of the tech civilization. There we will have the possibility of meeting with representatives from across the tech/cyber industry: academics, private companies, the defense sector, and tech venture capitalists. In addition, we choose to visit Seattle, another tech hub, allowing us to visit tech giants Microsoft, Boeing, and Amazon, as well as experts from the University of Washington, providing a comprehensive and well-rounded study trip. On this trip we seek to provide insight into the intersection of cybersecurity policy and technology, the future of the cybersecurity industry with regards to the impacts of IOT, securing big data, securing innovation, and building capacity, inter alia.

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other expenses
Good faith estimates				
Silicon Valley, CA	\$697.70 for airfare in coach from Washington, DC to San Francisco, from San Francisco to Seattle, and from Seattle to Washington, DC	\$206 per person total for 1 night	\$64 or less per day (\$128 total for 2 days) as stipulated by GSA recommendations	\$180 per person for airport transfers and passenger van for travel to and from meeting sites
Seattle, WA		\$480 per person total for 2 nights (\$240 per night)	\$74 or less per day (\$148 total for 2 days) as stipulated by Department of State recommendations	\$165 per person for airport transfer to city center, full day of passenger van for travel to and from meeting sites, and transfer to train station from city center